

Quick Reference Tip Sheet

Updated: 05/01/2017

General Information

Task	Process Information
How to Find an Existing Voucher	<p>There are several methods to locate an existing voucher so that vouchers can be modified or reviewed as needed:</p> <ul style="list-style-type: none"> • Via the Voucher Add/Update Page • Via the Voucher Activity Inquiry Page <p>IMPORTANT NOTE: It is critical that an existing voucher be modified when needed, rather than creating a new voucher. Duplicate vouchers (or two vouchers having the same invoice number) cause a number of issues, and delays processing. If you have entered duplicate vouchers by mistake, please contact the Help Desk for assistance. It might also be necessary for a voucher to be recycled or for a voucher to be deleted.</p>

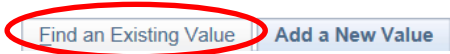
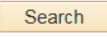
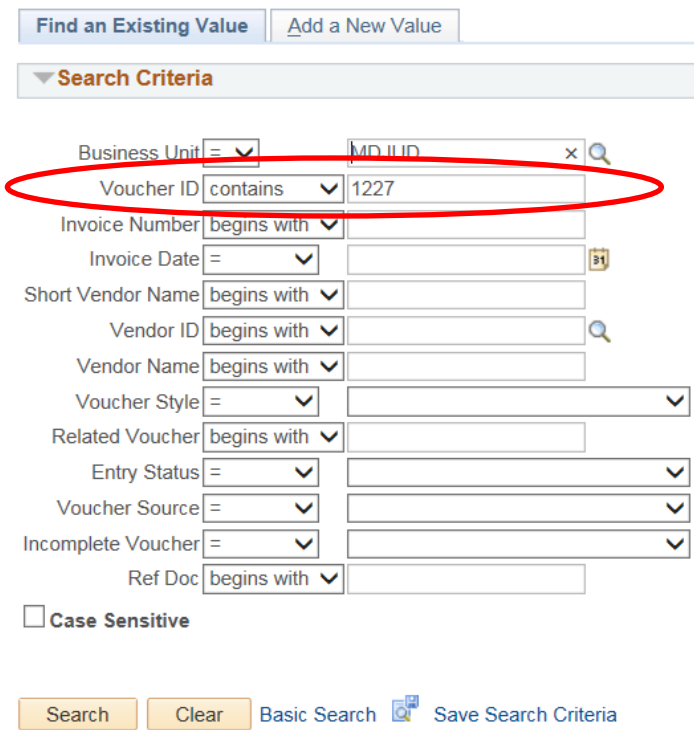
Method 1: Voucher Add/Update Page

GEARS Navigation

<p>Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry</p>	<p>Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry</p>
<p>For District Court Only: Main Menu > Accounts Payable > Vouchers > Add/Update > Quick Invoice Entry</p>	<p>Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Quick Invoice Entry</p>

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Click the Find an Existing Value tab.	<p>Voucher</p> 
2.	<p>Enter and/or select search criteria such as:</p> <ul style="list-style-type: none"> Voucher ID Invoice Number Vendor ID Vendor Name (Short Vendor Name or Name 1) <p>Most search options provide operators such as equal to (=), greater than (>), less than (<), begins with, contains, etc., to assist in defining your criteria.</p> <p>Note: If you do not know the Voucher ID or Invoice Number, try using Vendor Name, Invoice Date or other criteria. A combination of the search criteria may help limit results to your specific needs.</p> <p>Click the  button.</p>	<p>Voucher</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> 

3.

Find your Voucher ID in the Search Results, and click on it to access the voucher. The voucher then opens to the Voucher Summary page. Click on the Invoice Information tab to make any necessary adjustments to the voucher.

Note: If you enter the Voucher ID exactly in full, search results are not shown. Instead, the voucher will open directly on the Voucher Summary page. Click on the Invoice Information tab to make any necessary adjustments to the voucher.

Search Results

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID
MDJUD	00291227	S1107160130CC	114.93	114.93	11/07/2016	CAROLINESC-001	0000011144
MDJUD	00281227	ATT10022016SZ	300	300	10/02/2016	STEPHANIEZ-001	0000011615
MDJUD	00271227	00400K23	15	15	08/24/2016	SINGLEPAY-1	999999999
MDJUD	00261227	2666016-0	374.5	374.5	07/12/2016	RUDOLPHSOF-001	0000005387
MDJUD	00251227	1280JFB	275.5	275.5	06/08/2016	CIRCUITCOU-077	0000006726
MDJUD	00241227	20160421DD	119.27	119.27	04/29/2016	DOVELDOTTI-001	0000003499
MDJUD	00231227	ATT03152016SR	417.28	417.28	03/15/2016	STERLINGWA-001	0000012394
MDJUD	00221227	SK0201161100	95.48	95.48	02/01/2016	SOHYUNESTH-001	0000001183
MDJUD	00212279	034W0ASY	80	80	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212278	032Z0ASY	180	180	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212277	027H0AFQ	34.5	34.5	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212276	02280H90	83	83	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212275	02270H90	80	80	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212274	01W20CDV	150	150	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212273	01VR0DM2	90	90	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212272	01T90J7H	50	50	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212271	01T80J7H	44	44	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212270	01SM0B68	160	160	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00211227	24045-1215	9.85	9.85	12/28/2015	FRANKSCOFF-001	0000006975
MDJUD	00201227	414733	861	861	10/31/2015	RAPIDRESPO-001	0000010039
MDJUD	00191227	ATT10052015JW	404.6	404.6	10/05/2015	PATEL&WILL-001	0000012254
MDJUD	00181227	ATT08212015JM	425.3	425.3	08/21/2015	LAWOFFICEO-007	0000011785
MDJUD	00171227	080400143332015	20	20	07/24/2015	SINGLEPAY-1	999999999
MDJUD	00161227	17734	505	505	06/09/2015	CHESAPEAKE-012	0000005484
MDJUD	00151227	2015Q4BB	2750	2750	05/08/2015	BEDFORDTBE-001	0000001804
MDJUD	00141227	CN0323150900	163.68	163.68	03/23/2015	CAMERONNIA-001	0000007344
MDJUD	00122799	00GT0BP2	83	83	01/20/2015	SINGLEPAY-1	999999999

Method 2: Voucher Activity Inquiry Page

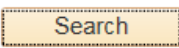
GEARS Navigation

Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry

[Favorites ▼](#)
[Main Menu ▼](#)
[> Accounts Payable ▼](#)
[> Review Accounts Payable Info ▼](#)
[> Vouchers ▼](#)
[> Voucher Activity Inquiry](#)

2.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS																											
1.	<p>Enter and/or select search criteria on the Voucher Activity Inquiry page. You can enter as much search criteria as you like.</p> <p>Suggestion: If you don't know the Voucher ID or Invoice Number, one approach is to enter your PCA and Userid.</p> <p>Note: At a <u>minimum</u>, you must enter a PCA (Program Cost Account), OR Voucher ID, OR PO Number, OR Project ID. At least one of these four fields is required in order to execute the search.</p>	<p>Voucher Activity Inquiry</p> <p>*Business Unit <input type="text" value="MDJUD"/> Exclude Deleted Vouchers: <input type="checkbox"/> Exclude Closed Vouchers: <input type="checkbox"/></p> <p>Voucher ID <input type="text" value="Begins w/"/> Voucher Description <input type="text" value="Contains"/></p> <p>Invoice Number <input type="text" value="Begins w/"/> Invoice Date From <input text"="" type="text" value=""/></p> <p>Gross Invoice Amount <input type="text" value=""/></p> <p>PO Number <input type="text" value="Begins w/"/> Project ID <input type="text" value=""/></p> <p>Vendor ID <input type="text" value="Begins w/"/> Supplier Name <input type="text" value=""/> Vendor Search</p> <p>Entered By <input type="text" value="Begins w/"/></p> <p>Program Cost Account <input type="text" value="Begins w/"/> Account From <input type="text" value=""/> Account To <input type="text" value=""/></p> <p>Approp Year From <input type="text" value=""/> Approp Year To <input type="text" value=""/></p> <p>Acct Dt From <input type="text" value="09/01/2016"/> Acct Date To <input type="text" value="12/01/2016"/></p> <p>Matching, Approvals, Status Search Options</p> <p>Budget Status <input type="text" value=""/> Post Status <input type="text" value=""/> Transaction Status <input type="text" value="DBF in Process"/></p> <p>Match Status <input type="text" value=""/> Approval Status <input type="text" value=""/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> *Click Clear to Refresh Search*</p> <p>Search results</p> <table><thead><tr><th>Business Unit</th><th>Transaction Status</th><th>Voucher</th><th>Voucher Description</th><th>Invoice Number</th><th>Invoice Date</th><th>Invoice Amount</th><th>PCA</th><th>Account</th></tr></thead><tbody><tr><td>1 MDJUD</td><td>DBF in Process</td><td>00295396</td><td>Judicial Inst-Case Time mgmt</td><td>20160920VP</td><td>11/28/2016</td><td>153.36</td><td>30001</td><td>0401</td></tr><tr><td>2 MDJUD</td><td>DBF in Process</td><td>00295401</td><td>Conf of CC Judges</td><td>20161121VP</td><td>11/28/2016</td><td>76.68</td><td>30001</td><td>0401</td></tr></tbody></table>	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	PCA	Account	1 MDJUD	DBF in Process	00295396	Judicial Inst-Case Time mgmt	20160920VP	11/28/2016	153.36	30001	0401	2 MDJUD	DBF in Process	00295401	Conf of CC Judges	20161121VP	11/28/2016	76.68	30001	0401
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2.	Click the  button.																												
3.	<p>The search results appear at the bottom of the Voucher Activity Inquiry page.</p> <p>Find your Voucher ID in the Search Results, and click on it to access the voucher. The Voucher Summary page opens in a new window. Click on the Invoice Information tab to make any necessary adjustments to the voucher.</p> <p>Note: Please see the Running a Voucher Activity Inquiry tip sheet for more information.</p>	<p>Search results</p> <table><thead><tr><th>Business Unit</th><th>Transaction Status</th><th>Voucher</th><th>Voucher Description</th><th>Invoice Number</th><th>Invoice Date</th><th>Invoice Amount</th><th>PCA</th><th>Account</th></tr></thead><tbody><tr><td>1 MDJUD</td><td>DBF in Process</td><td>00295396</td><td>Judicial Inst-Case Time mgmt</td><td>20160920VP</td><td>11/28/2016</td><td>153.36</td><td>30001</td><td>0401</td></tr><tr><td>2 MDJUD</td><td>DBF in Process</td><td>00295401</td><td>Conf of CC Judges</td><td>20161121VP</td><td>11/28/2016</td><td>76.68</td><td>30001</td><td>0401</td></tr></tbody></table>	Business Unit	Transaction Status	Voucher	Voucher Description	Invoice Number	Invoice Date	Invoice Amount	PCA	Account	1 MDJUD	DBF in Process	00295396	Judicial Inst-Case Time mgmt	20160920VP	11/28/2016	153.36	30001	0401	2 MDJUD	DBF in Process	00295401	Conf of CC Judges	20161121VP	11/28/2016	76.68	30001	0401
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End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.